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Welcome to Aberdeen Proving Ground (APG) Child, Youth and School Services (CYSS)!
Whether you and your Family are stationed at the Aberdeen Area (AA) or at the Edgewood Area (EA), we offer you and the children of DoD Civilian sponsors, retirees, or contractors a comprehensive set of programs to assist you with your child care needs.

We are pleased that you and your child will be participating in our programs.

The purpose of this handbook is to briefly explain our programs and policies. Please keep it for your reference.

We welcome comments and suggestions and solicit your cooperation and support.

Mission & Philosophy

The mission of CYSS is to promote readiness by reducing conflict between parental responsibilities and unit missions. We offer care for children from four weeks to teens in full-day, part-day, hourly, before and after school and sports activities. Our goal is to assist your child by promoting his intellectual growth, physical ability and social skills. The staff of APG CYSS recognizes that quality child programs are a vital need. We offer children varied opportunities to develop physically, socially, emotionally, aesthetically, intellectually and independently. All staff members are trained to facilitate, support, guide and function as role models to children of all ages on their journey to adulthood.

Caregivers

Our caregivers obtain specialized training in child/youth development. The training begins before they provide care and continues throughout their employment. Training involves: CPR, Safety, First Aid, administering medication, age-appropriate activities, child growth and development, developmentally appropriate practices, positive guidance, healthy nutrition, and child abuse prevention. Many staff members have received or are working on receiving their Child Development Associate (CDA)/Military School-Age Credentials or their Army Youth Practicum. In addition to training, staff has received extensive background clearances to put your mind at ease knowing that only the best qualified staff is caring for your child.

Curriculum

Child, Youth and School Services Strong Beginnings Pre-K is an Army initiative designed to prepare children for Kindergarten. The program’s academic focus covers math, science, social studies, physical fitness, and language/literacy thus preparing your child for school success.
The School-Age Care (SAC), Middle School and Teen (MS/T) programs help youth develop and grow in positive ways. Appropriate activities promote the social, emotional, cognitive and physical development of youth along with a partnership with 4-H and the Boys and Girls Club of America. The curriculum/resources from these two National programs and the Army requirement have implemented programs into four service areas: (1) Arts, Recreation and Leisure (2) Academic Support, Mentoring and Intervention (3) Life Skills, Citizenship and Leadership Opportunities, and (4) Sports, Fitness and Health.

**CYSS PROGRAMS**

**Website**
For more information regarding APG CYSS, please visit our website at: http://www.apgmwr.com/family/youth_services.html.

**Parent Central (Central Registration)**
Parent Central provides a one-stop registration office for all CYSS programs. Programs include Sports, Family Child Care (FCC), Child Development Centers (CDC), School Age Care (SAC) and Middle School/Teen (MS/T) Services in both the Aberdeen Area (AA) and Edgewood Area (EA). Parent Central offices are located in Building 2503, Rooms 210 and 211. Office Hours are: Monday-Thursday 7 a.m.-5 p.m. and Friday 8 a.m.-4 p.m. Please call (410) 278-7571/7479 to schedule an appointment for all your APG youth Sports/Hired/SKIES/child care needs. Walk-ins are welcome at any time but appointments will have priority and are highly encouraged. Parents will be notified of program policies, including admission criteria, health requirements, developmental activities and parent responsibilities. For program orientation, contact your Program Director (or Assistant) for an appointment. Parent Central is closed on Federal Holidays and Garrison Commander-approved closings.

**Special Needs Services**
All efforts will be made to place children with special needs (asthma, Attention Deficit Disorder, behavioral issues, allergies requiring medication, diabetes, developmental delays, seizure disorders etc.) into a our CYSS program. To ensure proper program placement and to meet the needs of your child, a Special Needs Accommodation Process (SNAP) Team will meet with the parent and review the child’s relevant medical history prior to the child’s placement. This family-friendly team meets to share information to ensure the child’s placement in our program is successful. A new SNAP is necessary whenever a diagnosis changes or when the child moves from one program to another. In the event a SNAP determines accommodations in our CYSS program is not appropriate, staff will work with the parent to assist with alternative care.

**School Liaison Office (SLO)**
The School Liaison Office (SLO) program is a key component of CYSS. The SLO program is located in Building 2503, Room 208. The SLO provides a communicative link between the military community and the local public school system. Tutoring information is also available. Call 410-278-2857 for more information.
Youth Sports and Fitness
The Youth Sports and Fitness program provides support for children 2-1/2 – 18 years of age to encourage healthy life-long habits. Team sports are available with the participation of volunteer coaches and assistants. All coaches are trained and certified by the National Alliance of Youth Sports. For more information on our youth sports programs call 410-306-2297. The sports office is located in Building 2503, Room 206.

Child Development Centers
The Aberdeen Area, Edgewood Area and Bayside Child Development Centers offer a variety of care options for children 6 weeks to 6 years of age. Our centers are accredited by the National Association for the Education of Young Children (NAEYC) and certified by the Department of Defense (DoD). Professionally trained staff, with strict adherence to health, safety and facility standards and the philosophy for creating a safe, nurturing environment adds up to offering the finest child care available. Children can be involved in a variety of activities based on the individual needs of each child. Fees are based on Total Family Income (TFI) and are due either monthly or bi-monthly.

The AA CDC is located in Building 2485 and the phone numbers are 410-278-5748/3487. The EA CDC is located in Building E1901 and the phone numbers are 410-436-2077/2692. The Bayside CDC is located in Building 2521 and the phone number is 410-278-4683. The hours of operation for all three centers are 6 a.m.-6 p.m., Monday through Friday and are closed on Federal Holidays and Garrison Commander-approved closings.

Family Child Care
Family Child Care (FCC) certified homes are Army certified quarters-based homes located both on APG and off-post in surrounding communities. These homes offer convenient, affordable quality care for children four (4) weeks to 12 years of age in a family-style setting. This program offers full-time, part-time, hourly, extended hours care, mainstreamed special needs care, long-term care and physical training (PT) care. Family Child Care subsidy is available for income eligible patrons. Another program available is LOCATE: Child Care (1-800-999-0120) which is a military enhanced service that assists Families in finding child care using a database of state regulated off-post FCC providers and child care centers.

The FCC Administrative Offices are located in the Aberdeen Area, Building 2503, Rooms 201 and 202. The phone numbers are 410-278-7477/7140. The offices are open Monday through Friday from 7:30 a.m.-5 p.m. and are closed on Federal Holidays and Garrison Commander mandated administrative closings.

SKIES
SKIESUnlimited
Is an outreach program that offers instructional classes for children 6 weeks to 18 years of age which allow children/youth to enhance their knowledge and skills and inspire them to explore and expand through new experiences. The SKIES office is located in Building 2503, Room 204. Call 410-278-4589 for SKIES activities.
School Age Care

The School Age Care (SAC) program provides before- and after-school care for school-age children in first through fifth grade with enriched, age-appropriate, child-centered activities. Fees are based on Total Family Income (TFI) and are due either monthly or bi-monthly. A summer program provides children with a variety of activities and field trips. The SAC program is accredited by the National AfterSchool Association (NAA).

The SAC/Youth Centers are located in the Aberdeen Area, Building 2522. The phone numbers are 410-278-9061/4995; Edgewood Area, Building E1902, phone numbers are 410-436-2862/2098. The operating hours for SAC are Monday through Friday, 6-8:45 a.m. and 3:30-6 p.m. (during school); Monday through Friday, 6 a.m.-6 p.m. (during school days off, vacation breaks and the summer program).

Middle School/Teens

The Middle School and Teen (MS/T) program provides before and after school, evening and weekend options for children in sixth through 12th grades. Enriched age-appropriate activities are planned. A summer program provides a variety of activities and field trips. Middle School/Teens are able to enjoy Open Recreation Program until midnight at the Aberdeen Area Youth Center only on Friday and Saturday nights.

The Aberdeen Area Youth Services (AA YS) is located in Building 2522 and the phone numbers are 410-278-9061/4995; the Edgewood Area Youth Services (EA YS) is located in Building E1902 and the phone numbers are 410-436-2862/2098. The operating hours are: 6-7:45 a.m. during school season; 2:10-6 p.m. after school; and 6 a.m.-6 p.m. during non-school days. Open Recreation Hours for MS/T at the AA YS only are: 2:30-8 p.m. Monday-Friday; 2:30-9 p.m. Friday (middle school); 2:30 p.m.-12 a.m. Friday (high school); 4-9 p.m. Saturday (middle school); and 4 p.m.-12 a.m. Saturday (high school)

EDGE/HIRED! Programs

The EDGE program provides out-of-school opportunities for 6-18 year old children and youth to participate in cutting-edge art, fitness, life skills and adventure activities. The HIRED! Apprenticeship program is a workforce preparation program that allows youth (15-18) to explore various Family and Morale Welfare and Recreation (FMWR) placement sites (and other professional organizations on post). For more information, the EDGE/HIRED! office is located in Building 2503, Room 204. For EDGE programs call 410-278-1399 and for HIRED programs call 410-278-3250.

PARENT INVOLVEMENT

Under AR 608-10, CYSS programs are offered as a supplement to your Family, not as a substitute. We therefore actively seek your involvement and welcome your comments and questions. We are committed to offering you a high-quality developmental program for your child. Together, we can provide the nurturing, positive environment that your child needs and deserves. Also at CYSS, parents can be a part of the Parent Advisory Committee (PAC). The PAC allows parents to participate in quarterly meetings to discuss common
Issues involving the parents and children. Special training may be conducted at some PAC meetings. For more information, contact the Outreach Services Director at 410-278-2572.

Parents are one of our program’s most valuable resources. Parents make excellent contributions to the program each year. They have ranged from guiding children in woodworking, cooking, art, etc., to participation on field trips, donations of materials/supplies and Parent Meetings. Many parents are asked to be a part of our annual Multi-Disciplinary Inspection (MDTI) Team where parents have the opportunity to represent and review our programs.

Parent Education Workshops are scheduled throughout the year. We encourage you to participate and to offer suggestions for topics that are of particular interest to you.

Parent Surveys are conducted on a yearly basis. Please be sure to complete your survey, as this is your opportunity to be involved in program policy and guidance.

Newsletters and/or a calendar of events are available to you monthly. Please be sure to pick up a copy to be aware of upcoming activities.

Parents are invited to visit at any time and are requested to report to the Front Desk to receive a visitor’s badge (to maintain optimum security). Visits for sharing talents or hobbies can be arranged by contacting your child’s Program Lead. There are many times during the school year when parental help is requested. Please take every opportunity to share in these experiences.

Should you desire a conference regarding your child, one may be scheduled during the day with the Director and your child’s Program Lead. A Training and Curriculum/Program Specialist (TACS/TAPS) is also available to discuss your concerns and your child’s needs.

All CYSS programs maintain an “Open Door” Policy. Parents are welcome and strongly encouraged to visit on a daily basis. Our staff is always willing to listen to your concerns and share your child’s experiences in our program.

If at any time you have questions or concerns about your child in any of our programs, please follow the CYSS Chain of Command:

> Your child’s assigned Child and Youth Program Assistant (CYPA)
> Your child’s Lead CYPA or Program Advisory Lead
> Assistant Director or Training Specialist
> Director/Facility/Program Manager
> CYSS Chief
> Director of Family and Morale, Welfare and Recreation
> Deputy Garrison Commander
> Installation Commander
Here at APG, CYSS provides a Parent Participation Program as a means of increasing parent awareness through parent involvement. Our goal is to enhance the quality of programs and strengthen the bond between home and CYSS. This program also enables parents to earn credits by participating in various activities. Parents may earn a fee reduction for volunteering a minimum of 10 credit hours in any CYSS full-day care program. Participation may occur in your own child’s program or any other CYSS program. Participation credits may accumulate from month-to-month until 10 hours are earned in order to receive a 10% reduction on one month’s fees for one child (to be redeemed at the first of the month). Parent Participation Points cannot be distributed or transferred to other parents/Families or programs.

Parents are encouraged to talk with Program Staff to clarify any problems and answer any questions that may arise. The Director, Assistant Director or TACS/TAPS are available throughout the day to talk with parents or answer any questions. In the event problems are not able to be resolved within the Center, the CYSS Chain of Command (page 5) will be followed until resolution of the problem is reached.

Patron eligibility, as established by DoD Instruction 6060.2 remains as follows: Priority I -- single and dual military, deployed military with a working spouse (including reservists on active duty or inactive duty personnel training); active duty military (including reservists on active duty or inactive duty personnel training) with a full-time working spouse or a spouse that is a full time student; Army Wounded Warriors/Warriors in Transition/and Families members of Fallen Warriors. Priority II – single DoD civilians and married DoD Civilians with a full time working spouse or a spouse that is a full time student. Priority III – DoD contractors that work on the installation; and Retired Military (part time programs and hourly care only); military, DoD Civilians, reservists on active duty or during inactive duty personnel training, DoD contractors assigned to the installation with a non-working spouse (spouse must find full time employment within 90 days of slot assignment to maintain a full-time space).

Patrons who have children enrolled in full-time APG CYSS programs are required to be employed part/full-time (20-40 hours per week) or be a full-time college student (taking at least 12 undergraduate credits, or 9 graduate credits per semester). Spouses who are unemployed upon full-time slot acceptance have 90 days from their start date to find part/full-time employment or enroll as a full-time college student to maintain their child's slot. Failure to do so will result in the loss of their child care slot. Patrons who acquire part/full-time employment within the 90-day time period will be required to provide the Parent Central Office with copies of both parents’ pay stubs so that the Family can be placed in the proper fee category. Patrons who become full-time college students will be
required to provide the Parent Central Office with a letter from their college's Registrar's Office showing full-time matriculated status. Failure to do so will result in the loss of their child care slot. Patrons employed at APG whose spouse becomes unemployed while their child is enrolled in a full-time CYSS program have 90 days to find part/full-time employment to maintain their child care slot.

**ENROLLMENT**

All children must be registered prior to starting a CYSS program. Registration packets must be completed prior to the time of registration. Once on file, these forms are updated on an annual basis. Assistance in completing these forms is available. Fees will be determined at the time of registration. Sports/SKIES/Hired! /Edge program registrations will be announced before each session. Please refer to the following APG CYSS website for specific information: [http://www.apgmwr.com/family/youth_services.html](http://www.apgmwr.com/family/youth_services.html). If your child was registered in a military child care program at your previous duty station within the last year, you are entitled to have your records imported to APG. Contact Parent Central for more information.

**WITHDRAWAL**

Written notice must be submitted 14 days or two weeks prior to withdrawal from any program. Payment is due through the date of withdrawal even if the child is not in attendance. Failure to submit the withdrawal form will result in fee charges for the period. The withdrawal form may be obtained from the Clerk at the front desk. Vacation credits may not be used in lieu of a two-week notice.

**PAYMENTS**

[CYSS SOP # 094 – Collection of Child Care Fees]

Child care payment fees are based on Total Household Income (THI) which is defined as all earned income including wages, salaries, tips, long term disability benefits, voluntary salary deferrals, quarters allowances, subsistence allowances and in-kind quarters, subsistence received by military members, and/or other pension or retirement, and anything else of value, even if not taxable, that was received for providing services.

Quarters allowances and subsistence allowances mean the basic allowance for quarters and the basic allowance for subsistence received by military personnel (with respect to grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military installations.

**Full-Day Program**

Payment Dates: A $10.00 per child late fee will be attached to accounts not paid on time. The Clerk responsible for patrons’ accounts will advise the Program Director of any accounts that remain overdue on the 22nd of the month. The Program Director will then send the parent/ patron a reminder advising them of the past due amount. The Director will also inform the parent that child care services may be suspended for the
upcoming month if payment is not received immediately or if account is overdue at any time in the future.

(1) For children enrolled in the full-day program, fees may be paid during the Center’s hours of operation.

>Payments will not be accepted after 1730.
>Payments are payable in advance of services rendered.
>Child/youth may not return to the activity until all late fees are paid in full.
>Payments may be paid once a month or twice a month as follows:

(2) Monthly Payment: is due within the first five business days of the Billing Cycle and becomes delinquent after the fifth workday. A twenty-dollar ($20) late payment fee will be assessed per enrolled child per payment cycle monthly. Denial of care will begin on the sixth workday.

(3) Bi-monthly (16th) payment: half payment made within the first five days of the Billing Cycle and half payment made mid-month within the first five days of the Billing Cycle and becomes delinquent after the fifth workday of the mid-month cycle. A ten-dollar ($10) late payment fee will be assessed per enrolled child per payment cycle monthly. A total of $20.00 for the full month. Denial of care will begin on the sixth workday (after the mid-month payment).

(4) Auto Debit: automatic Credit Card withdrawal of the monthly/bi-monthly child care fee. Complete INSTALLMENT BILLING PROCESS form and choose the schedule of payment.

(5) Full payment for full-day/part-day care is due within five (5) business days of the billing date.

(6) Parents/Households can pay their child care fees and register for Sports, SKIES and EDGE classes as long as they are registered with CYSS by accessing WebTrac at: https://webtrac.mwr.army.mil/webtrac/apgcyms.html.

(7) Fees may be paid by cash, money order, credit card (VISA/MasterCard/ American Express/ Discover), debit card or check payable to the Installation Morale, Welfare and Recreation Fund (IMWRF). The IMWRF will assess any returned check with a service charge. Payments made on-line must be coordinated with a valid email address. Parents are encouraged to retain all payment receipts for tax purposes.

(8) Fees are non-refundable.

(9) Parents leaving the Center with an outstanding debt will not be referred to another CYSS program until the debt is cleared. ADMISSION WILL BE DENIED TO CHILDREN/YOUTH WHOSE FEES ARE UNPAID!! Parents will be treated as a new patron if they want to re-enroll in a regularly scheduled CYSS program following payment of a delinquent account.
(10) Parents who may experience financial hardship may contact Army Community Service for financial assistance and counseling at 410-278-2508.

(11) Fees for day-to-day hourly care reservations are due on the day of service. Patrons failing to pay for hourly care services on day of use may not utilize nor make future hourly care reservations until payment is made in full.

(12) Please refer to CYSS SOP #094, Collection of Child Care Fees, for more information on Termination of Services, Collection on Delinquent Accounts and Requests for Exception. All CYSS programs will follow DoD Fee Policy guidelines for collection of non-payment. The FMWR Financial Management Division collection procedures will be followed to clear the account.

Vacation Policy
Child Development Center and/or School Age Care Families may select a two- or four-week Leave/Vacation Fee Plan (which reserves their child’s space) for each child enrolled in regularly scheduled child care programs. Selection will occur during the Family’s initial or re-registration for the upcoming 12 months. Families who choose the four-week Leave/Vacation Fee Plan will pay a higher monthly fee than Families who choose the two-week plan since their fees are annualized to include Leave/Vacation. Once a Leave/Vacation Fee Plan is selected, it remains in effect for their entire registration year (12 months).

Children enrolled in SAC and Kindergarten programs (offered in CDC, SAC or MS/T facilities will not receive vacation credits.

The two- or four-week Leave/Vacation Fee Plan must be taken in a minimum of one week increments (i.e., five-day time blocks – Monday-Friday). In CDC/SAC Programs, fees are not charged during the time the child is absent, and the child care space is reserved for the Family until the child returns.

Leave/Vacation Fee Plans begin at the time of child registration and concludes at the time of re-registration for the following year (12 months).

Families will be informed of the Leave/Vacation Fee Plan Policy at two points in the enrollment process: (1) when the child is registered with Parent Central Services, and (2) during the CDC/SAC or FCC Program orientation for the parent and child.

Hourly Reserve Care Program
Fees for hourly care are based on a flat rate and are due on the day of service.

Hourly care is available for parents with occasional child care needs and is on a space available only basis. Daily space may be requested one week in advance. Payment is due for the hours reserved on the day service is given or may be paid weekly in advance of care given. These reservations will be held for one hour, after which they will be cancelled and the non-cancellation penalty will apply.
Hourly patrons with an unpaid balance (for hourly care and/or no-show fees) will be denied use of hourly services until the outstanding bill has been paid in full.

Cancellations: Daily reservations may be cancelled up to one hour before admission. If cancellation is not made, you will be charged for the entire time reserved. No new reservations will be accepted until this fee is paid.

Changes: To change arrival or departure times, please call one hour in advance. Properly coordinated early departure and late arrivals will be adjusted in the daily rate. Additional reserved hours must be paid on the day of service.

Reservations extending past 5 p.m. must be paid in advance.

There is a 25-hour per week maximum for hourly reserve care.

**RECEIVING/RELEASING CHILDREN**

[CYSS SOP # 032 – Late Child Pickup]

Parents are responsible for escorting their child into their facility. Parents must also swipe their child’s identification card into the computer.

Only parents or authorized designees are allowed to pick up children from their CYSS program. Authorized designees are listed on the CYSS Registration Form. If a parent plans on a designee picking up his child from any CYSS program, the parent must provide written notice to this effect to the front desk personnel or facility director. Authorized designees will be required to show photo I.D. upon arrival. Children are not to be released to anyone less than 13 years of age.

Child, Youth and School Services personnel will contact the APG Police regarding release of children to parents or authorized release designees who appear to be under the influence of alcohol or drugs.

**Late Pick-Up Procedures**

In the event your child remains in the Center past 6 p.m., the following procedures will be followed:

1. Parents will be called at 6 p.m.
2. All emergency designees will be called (if parents cannot be located).
3. In the event that contact cannot be made with the parents or emergency contacts by 6:35 p.m., the CYSS Coordinator and the Garrison Police will be notified.
4. The Garrison Police will follow their procedures of notification. The child will stay at the facility with two staff members until the parents are reached or alternate care is arranged.
**Late Pick-Up Fees**

Child Development Centers/School Age Care/Outreach Programs: Family pays the Program $1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care at that site. For example, a Family who has two children in the CDC and one child in SAC will pay a $15 Late Pickup Fee at each site if pickup is 15 minutes after closing. When the Family is later than 15 minutes, the Family is charged $5.00 per child, per site, for the remainder of the hour and then $5.00 per child, per site for each hour thereafter.

Late Pick-up Fees are not charged for approved Mission Related Circumstances or specific arrangements are made to extend child care prior to pick-up.

Late Pick-up Fees are not charged for SKIESUnlimited Classes.

**FACILITY CLOSINGS**

All programs are closed for business whenever APG is closed. This includes Federal Holiday closings, Commander-approved closings (the day before or after a Federal Holiday), announced closings due to inclement weather and security closings. Please listen to emergency radio broadcasts for additional information (WAMD-97 AM; WBAL-1090 AM; WIYY-97.9 FM; WBSB-104 FM), or call 410-278-SNOW (7669) for specific APG information. In the event the Centers close early, late fees will begin one-half (1/2) hour after the Centers close.

**PARKING**

Parking lots are provided at all APG CYSS facilities. *Patrons are not authorized to park in the emergency lane outside the front entrances of the buildings.* If you do not have handicapped markings (stickers/hang-tag) on your vehicle and are parked in a designated handicapped parking spot, you will be subject to receiving a ticket issued by the APG Police.

Please do not park in the emergency lane in front of the buildings. Parked cars prevent school buses from picking up and dropping off children at the entrances as well as access by emergency vehicles. It also prohibits wheelchair access to the facilities. Illegally parked cars will be ticketed by Garrison Police.

Parents please protect *our* children: **TURN OFF YOUR ENGINE. DO NOT LEAVE CHILDREN UNATTENDED IN PARKED CARS. PLEASE DRIVE SLOWLY IN AND AROUND PARKING AREAS.**
In accordance with AR 608-10, 4-66, children must have documented age-appropriate immunizations. Immunizations and immunization records must be current. Verification of immunizations must be presented at the time of registration (i.e., shot record). Care will be denied if immunizations are not current.

Children with special needs will be accepted upon evaluation of the child’s medical needs and recommendation of the Special Needs Accommodation Process (SNAP) Team. Placement will be determined by developmentally/physically appropriate environment, child/adult ratios, group sizes and facility availability.

Children who appear to be ill or show visible signs of fever will be closely screened and may be denied admission. No child will be admitted with a suspected contagious disease or with a temperature of 100.5°F or greater axillary (under arm) for children under three months of age and 101.1°F or greater axillary for children over three months of age. You must inform the Director/Assistant Director/Program Manager or Program Lead if your child has a contagious or communicable disease.

If your child becomes ill, vomits, has diarrhea, or is injured and needs medical care, you will be contacted to pick him up immediately. If your child is not picked up by you or your emergency designee within an hour of notification, your Unit Commander/Supervisor will be contacted to handle the situation. If your child is sent home with a rash or any other suspected communicable disease, you will be required to have a doctor’s statement identifying the illness prior to returning to the program. If your child is sent home with a fever, diarrhea or vomiting, he will not be admitted to the program for 24 hours after all symptoms have subsided. Children must be well enough to participate in usual program activities and to go outdoors. In the event of a true life-threatening emergency, 9-1-1 will be called and your child will be transported to the nearest medical treatment facility. You will be contacted immediately.

All CYSS programs follow universal health precautions and DA guidelines to minimize the risk of infection.

All staff is trained in CPR and basic First Aid. In the event of a minor accident, basic First Aid steps will be followed and an accident report will be written to notify the parents. In the event of a more serious accident, 9-1-1 and the parent will be called. The child with a staff member will be transported by ambulance to the nearest emergency treatment facility.

Written permission from the parent is required on DA Form 5225-R to have medication administered to their child.
The physician or parent must administer the first dosage of any medication. Children must be on an oral medication at least 24 hours before program personnel can administer a dosage.

Medication must be:
1. in the original container with a childproof cap.
2. dated with the physician’s name and instructions for use.
3. labeled with the child’s name, name of medication, and dosage strength.
4. labeled with instructions that include amount of dosage, starting date and length of time the medication will be given (ending date).
5. brought to the Center in a zip-lock bag with a proper measuring device (cup or syringe).
6. Medication not on the approved list of medications must be approved by the CYSS Nurse and PHN. The approved list of medications is available at the front desk.

Medication will not be administered in the hourly and part-day preschool programs (except for emergency situations – i.e., inhalers or Epi-pens).

The Middle School participants will be allowed to administer their own asthma inhalers as prescribed by a physician. Staff will be responsible for documenting medication use on DA Form 5225-R. Medication will be stored at the Youth Center in the appropriate container.

Teens attending the open recreation program on Friday evenings will notify staff of medications in their possession and will be responsible for keeping and administering their own medication, inhalers etc. Youth Center staff will activate 9-1-1 in event of any emergency.

**TOUCH POLICY**

[CYSS SOP #056 – Touch Policy]

Aberdeen Proving Ground’s CYSS is fully committed to providing a warm and caring environment for each child enrolled in the program. Accordingly, the following Touch Policy is established to ensure that each child will feel safe, secure and esteemed.

**APPROPRIATE TOUCH** includes hugs, “high fives”, handshakes or reassuring touches on the shoulder/back. Naptime back rubs and lap sitting (infants – Kindergarten/age 5) are allowed in the CDCs and FCC homes (if necessary). Appropriate touching of young children includes:

- Normal cleaning of infants and toddlers during diapering (to include wiping of genitals and surrounding areas to remove all soiling).
- Washing/assisting child in the washing of soiled extremities (face, hands, arms, legs, and feet).
- Washing/assisting child in the cleaning process and changing of clothing if child has become ill.
- Assisting/changing child’s clothing when wet or soiled at parent’s request.
> Sitting on caregiver’s lap, holding hands with a caregiver and hugging caregivers when these actions are initiated by the child, or when the child responds to the invitation of comfort by a caregiving employee.
> Physically guiding a child away from a dangerous situation or one in which the child’s behavior endangers other children.
> Gentle restraint of a child during a temper tantrum when the physical environment is dangerous to a child left on his/her own.

**INAPPROPRIATE TOUCH** includes forced good-bye kisses, corporal punishment, slapping, striking, pinching, tickling for prolonged periods, fondling, or molestation. Inappropriate touching of young children includes:

> Children will not be forced to demonstrate affection to caregivers (such as forced good-bye kisses or hugs).
> Adults will not prolong touching a child during play after child requests that the activity stops.
> Children who bite/hit will not be responded to by being bitten/hit by an adult in order to teach them that such actions hurt; also, child will not be hit in the mouth or have their mouth “washed out” for any spitting, noise making, or using inappropriate language.
> Corporal or physical punishment will not be used. A caregiver who is angry with a child will not touch a child to preclude the loss of control by the adult.
> Patrons will be asked not to use physical punishment on their own children in the facility.
> Caregiving staff will not use physical discipline on their own children in the facility.
> Physical restraint will not be used to make children “behave” (i.e. tying/holding children into chairs or holding children down on mats or any other activity meant to force participation).

The intent of this policy is to define appropriate touching practices within the context of adult/child physical interactions in CYSS. The intent is not to make Program Staff afraid of physical contact with children, but rather to delineate boundaries, and to stress that appropriate nurturing interaction is healthy and necessary for the development of happy children.

**CHILD GUIDANCE**

*CYSS SOP #031 – Guidance and Discipline*

The personnel of CYSS receive training in child guidance. Simple, understandable and realistic rules are established based on an understanding of individual needs and behaviors of children at varying levels of development.

Constructive methods of discipline may include diversion, separation of the child from situations, praise of appropriate behavior, or gentle, physical restraint such as holding.

A child may not be punished by:
1. spanking, pinching, or other corporal punishment;
2. isolation away from adult sight or contact;
3. confinement in closets, boxes, or similar places;
4. binding to restrain movement of mouth or limb;
5. humiliation or verbal abuse;
6. deprivation of meals, snacks, outdoor play opportunities, or other program components.

Short-term restriction on the use of specific materials and equipment or participation in a specific activity is permissible.

A child may not be punished for lapses in toilet training or refusing food.

Use of “time out” methods will not exceed one minute per age of the child (up to five minutes total) and will be used only for children over the age of two.

The Director will inform the CYSS Coordinator of any child who consistently displays unacceptable behavior. The Program Director and the TACS/TAPS will meet with parents and the Program Lead to discuss methods to change inappropriate behavior.

A behavior plan will be developed for a child with consistently inappropriate behavior. The plan may be coordinated with Army Community Service, Kirk Clinic, or other outside sources and the child’s parents. The plan must be followed, evaluated and changed as necessary with the cooperation and feedback of the team. If after these steps the inappropriate behavior continues, the Coordinator will direct the Family to find a more suitable program. A middle school- or high school-age child may be suspended or removed from the program depending on the seriousness of the inappropriate behavior.

**CHILD ABUSE**

[CYSS SOP #029 – Prevention, Identification, Reporting and Handling of Suspected Child Abuse]

**Definitions**

1. **Abuse** – direct, physical injury, trauma, or emotional harm intentionally inflicted on a child.

2. **Out-of-Home Abuse** – child abuse or neglect that occurs in an Army organized setting/facility or within an Army-sponsored sanctioned activity; does not apply to child abuse occurring within the family unit. Types of out-of-home abuse include:

   (a) **Physical Abuse**: The intentional nonaccidental, physical injury to a child inflicted by a parent, guardian, or other person responsible for the child’s welfare.

   (b) **Sexual Abuse**: The involvement of a child in any sexual act or situation the purpose of which may be to provide sexual gratification or financial benefit to the perpetrator; all sexual activity between a child and a care provider is considered sexual abuse.

   (c) **Emotional Maltreatment**: An act or commission (such as intentional berating, disparaging, or other abusive behavior) or omission (such as passive or aggressive inattention to a child’s emotional needs) on the part of a caretaker. Maltreatment causes low self-esteem in the child, undue fear or anxiety, or other damage to the child’s emotional well-being.

   (d) **Neglect**: Neglect (or deprivation of necessities includes failure, when able to do so, to provide the following: nourishment, clothing, shelter, health care, education, supervision). “Failure to thrive” syndrome may be a result of neglect.
3. Familial Child Abuse – Child abuse or neglect as defined above (1., 2.(d)) that occurs within the family unit.

Identification of Child Abuse

All CYSS personnel will be knowledgeable in the definition, recognition, physical, and behavioral indications of possible child abuse. Following is a brief list of indicators of child abuse/neglect:

(a) unexplained injury, bruises, welts, cigarette burns.
(b) malnutrition for no obvious reason.
(c) evidence of poor care.
(d) unusual fears.
(e) evidence of repeated injury.
(f) exhibiting behavioral extremes.
(g) always tired and sleeps often.
(h) in obvious need of medical attention (eyes, teeth, shots, etc.)
(i) depression.
(j) unexplained bald spots.
(k) cries for little reason.
(l) abuse of toys and friends.
(m) low self-esteem.

Reporting Child Abuse

Any parent or CYSS employee/provider is responsible for reporting any suspicious injury, evidence of neglect/abuse or infractions of the APG CYSS Touch and Discipline Policies to the Military Police, 410-306-2222 (Aberdeen) or 410-436-2222 (Edgewood). The Department of Defense Child Abuse/Safety Violation Hotline telephone number is 1-877-790-1197.

All CYSS staff/providers/parents are required by law to report all suspected child abuse to the Military Police. Reports are handled confidentially.

Aberdeen Proving Ground’s CYSS has many policies in place to minimize the potential for child abuse. They are as follows:

(a) rooms may not be totally darkened.
(b) two (2) adults supervise children at all times in activity rooms.
(c) no unauthorized visitors are allowed; authorized visitors wear badges.
(d) daily sign-in/sign-out procedures for drop-off and pick-up of children are used.
(e) attendance records maintained by the staff.
(f) only authorized persons may pick up children.
(g) touch and Discipline Policies are in effect.
(h) staff wears nametags.
(i) TACS/TAPS and Center Administrative Staff spends time in classrooms for observation and program oversight.
(j) a monitoring system is present.
(k) an “Open Door” policy is in effect for parent visitation.

### TRANSPORTATION/FIELD TRIPS

[CYSS SOP #004 – Field Trips]

Children attending classes at Harford County Schools will be transported to and from school in Harford County buses. If the post is closed and schools are in session, parents are responsible for transportation to and from school.

Field trips will be taken to enhance program activities. Parents will sign a permission slip for each field trip.

Licensed staff provides mini bus service for local field trips with vehicles provided by CYSS. Chartered buses will be used when field trips are more than 1-1/2 hours away (driving time) from APG. Rude behavior or activities jeopardizing the safe operation of any type of bus (school, chartered or mini) will not be tolerated. The use of tobacco and alcohol products is prohibited. Any infractions will be written up by the vehicle operator and reported to the staff in charge, Facility/Program Director, the parent(s) and Chief, CYSS.

When field trips are on the installation (i.e., bowling, swimming), School Age/Middle School/Teens (SAS/MS/T) may walk to and from the activity.

Children who are in FCC homes will be transported in the provider’s vehicle or occasionally in a government vehicle. The appropriate child seat restraint will be used based on the vehicle and appropriate age of the child. Parents must specifically authorize FCC providers to transport children by signing a liability release form at the time of enrollment.

Parents are required to provide transportation to all sports practices and games.

### PETS

[CYSS SOP #049 – Pets]

Pets will be allowed in CYSS programs if they are healthy, have required shots, up-to-date statement of good health from a licensed veterinarian and do not pose a health or safety threat to children.

You will be informed at the time of your orientation what animals are in the program and where they are located. You will also be notified when a new pet is added.

Pets maintained in CYSS programs on a permanent basis are inspected monthly by the Installation Veterinarian.
Since children come to the CYSS programs to participate in active play and experiment with many kinds of materials, the clothing they wear is important. Aprons are provided for painting and water play. Sneakers or soft-soled shoes are recommended; *sandals, open-toed shoes and jellies are unacceptable.* For safety purposes, the toes and heel must be enclosed within the shoe.

The children go outside daily (weather permitting). Clothing should be appropriate for the weather – mittens, gloves, hats, boots, long pants, or other leg coverings for cold weather; shorts, lightweight clothing in hot weather.

Young children need to have a complete change of clothing (underwear, socks, shirt and pants) in the Center and FCC homes at all times. All articles of clothing must be marked with the child’s name.

Below is a general listing of appropriate/inappropriate attire for children/youth (as well as CYSS staff):

**CULOTTES & WALKING SHORTS**
- Shorts must reach fingertips with arms extended

**STRAPS ON SLEEVELESS TOPS**
- Appropriate supportive undergarments must be worn & covered by shirt

**THE FOLLOWING ATTIRE IS INAPPROPRIATE**
- Spandex & biker shorts
- Midriff tops, crop tops, or low cut tops
  (back or stomach must not be visible during activities)
- Backless tops or dresses
- Skin-tight clothing (pants/shorts/skirts/ tops)
- Clothing with drug/alcohol/cigarette logos
- Clothing with inappropriate messages (profanity, violent, or gay/racial slurs)
- Clothing with inappropriate images/graphics
  - Mini-skirts or short shorts
  - Open-toe or open-heel shoes
  - Flip-flops, thong-style sandals or “Crocs”
  - Undergarments intentionally on display
  (pants/shorts worn extra low so that underwear is exposed)

The safest shoe for your child to wear while in our CYSS program is: **SNEAKERS**

If your child is dressed inappropriately, you will be called to either bring the proper attire for your child to change, or remove your child from the facility.

Although beads and colorful hair clips in a child’s hair can be very pretty, they have become a safety issue in many child care centers. When these items fall out, they present a
choking hazard to small children. To ensure the safety of all young children, children under the age of four (4) will not be permitted to wear beads or small clips in their hair.

**FOOD AND NUTRITION**

[CYSS SOP #011 – Special Event Food Guidelines; #013 – Food and Nutrition Program; #044 – Food Allergies]

Aberdeen Proving Ground CYSS participates in the United States Department of Agriculture (USDA) Child Adult Care Food Program (CACFP). Based on USDA nutritional guidelines all CYSS programs provide meals that include full-strength juices, meats, fresh fruits and vegetables. These foods provide the highest nutritional value for your child’s health.

In addition to the highest nutritional standards, the USDA CACFP provides financial support to our child care programs in the form of a partial food cost reimbursement based on the completion of your parent application and number of meals served.

**Meals and Snacks**

There are no separate charges for meals and snacks served in the CYSS programs. Breakfast, lunch (during full-day care) and afternoon snack are served daily (see Program Director for times). All children are enrolled in the USDA Child Care Food Program. Children are served nutritious meals and snacks. Menus are posted in each program location. All sponsors are required to complete the Confidential Application for Free or Reduced Price Meals at the time of registration and annually.

The SAC, MS/T and CDC programs will supply lunch on days when there is no school and during the summer program.

Please indicate on the Health Screening Tool at registration and the child’s Health Assessment any food alternatives, allergies, or special dietary needs of your child. A physician must complete all appropriate forms and a special diet statement if indicated. The CYSS program will make every effort to meet the special food needs of your child. If a food requirement cannot be supplied, the parents will be asked to supply the food alternative. The Center is not responsible for allergies not documented by a physician.

**NO FOOD IS TO BE BROUGHT FROM HOME INTO ANY CYSS PROGRAM WITHOUT PRIOR APPROVAL OF THE DIRECTOR/ASSISTANT DIRECTOR AND CYSS NURSE SPECIALIST.**

**Formula Requirements**

Program Staff will not mix formula brought from home. All bottles must be prepared in plastic bottles with lids and labeled with the child’s name and date. Bottles must contain formula, milk, or 100% fruit juice. The parents must prepare a separate bottle for each feeding. Per USDA requirements, the CDC will provide one brand of formula for infants aged six weeks through 12 months. Parents are required to furnish a sufficient number of clean, ready-to-use bottles. The staff will pour ready-to-feed formula into the bottles for that day. Parents who choose for their infants not to receive the formula provided by the Center must have bottles furnished with formula from home and all guidelines adhered to.
Birthdays and Special Occasions

We recognize how special birthdays are to young children and their parents. We want to help you make this day special for your child. However, only food prepared at or for the center is served for meals, snacks and special events, such as birthday parties. **OUTSIDE FOOD AND ITEMS SUCH AS GOODY BAGS WILL NO LONGER BE A PART OF BIRTHDAY CELEBRATIONS.** This guidance has been set to ensure the safety of the children by ensuring they do not receive items that may be a choking hazard or cause an allergic reaction. Other ways of participating in non-food celebrations include singing the birthday song, decorating your child’s cubby, or making a birthday crown for your child to wear during the day. For children in the Pre-School and Pre-K Strong Beginnings classrooms, the children can choose which helper they would like to be for the day. **NO BALLOONS OR CANDLES ARE PERMITTED IN ANY CYSS PROGRAM!!**

**OPEN DOOR POLICY**

The programs of CYSS maintain an “Open Door” policy. Parents are welcome and strongly encouraged to visit on a daily basis. Our staff is always willing to answer and share your child’s experiences in our programs.

**NOTES**